Peabody Background Clearance Policy

PURPOSE:

The State of Tennessee has enacted statutes that require background checks to be performed on individuals who work with Tennessee school children. Peabody will conduct background checks in compliance with state law; to demonstrate our commitment to protecting the welfare of children and vulnerable adults; and, thereby, to help maintain our access to research, practicum, and internship sites.

The purpose of Tennessee’s background check laws is to prevent persons with certain criminal infractions from having direct contact with children under the age of 18 and/or vulnerable adults. Tennessee law applies to individuals in any position requiring proximity to school children or to children in a child care program, as well as persons who are entering teacher degree programs. Peabody policy expands this coverage to anyone involved with Peabody related activities at any location, on or off campus, including but not limited to persons employed, volunteering, interning, contracting, or enrolled in academic programs at Peabody.

BCO POLICY

Personnel who are required to complete a fingerprint based Criminal History Background check:

- All Peabody faculty members, including adjunct and adjoint faculty
- All Peabody staff members
- All graduate and professional students earning a Peabody degree
  - This includes special certifications, licensure hours, and/or endorsements.
- All undergraduate students, including but not limited to, those enrolled in Peabody degree programs; participating in grant funded programs; or participating in camps, tutoring, or volunteer activities.
- All postdoctoral scholars, including research fellows and postdoctoral trainees.
- Others including but not limited to those participating in Peabody programs or Peabody related activities, volunteers, contractors, intern/observers, visiting scholars/fellows/students, mentors, and consultants.

VALID CLEARANCE

- Clearance is valid when the criminal history report from TBI/FBI and the Consent/FERPA Form have been reviewed and approved by the BCO committee.
- Should findings be reported by TBI, the BCO committee will review the findings on a case by case basis and determine whether or not clearance will be granted.
- The background check will remain in good standing for four years as long as there is continuous enrollment/employment.
- The Protection of Minors Program (PoM) requires a four year re-check on all previously cleared personnel.
  - You will be notified by PoM when a re-check is due.
  - Contact Peabody BCO when you receive the PoM notice. (bco@vanderbilt.edu)
  - The four year re-check will be conducted through Verified Persons (or other appropriate vendor under contract with Vanderbilt) and will not require fingerprints to be resubmitted. Only the initial background check requires fingerprinting, not the four year re-check.
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CLEARANCE BADGES

Badges are printed at clearance for Peabody personnel. Non-Peabody personnel should request a badge off the website. (URL)
Badges are to be worn when off Peabody campus if on official Peabody business. Badges are to be carried on the person at all times when on Peabody Campus.

Violations after Clearance

- Should any arrests for criminal activity occur after clearance is granted, Peabody personnel should notify the BCO within 72 hours of said arrest. (bco@vanderbilt.edu)

Failure to Comply:

Failure to comply may result in:
- A hold on future registration/class enrollment.
- A hold placed on financial support.
- Removal from enrollment.
- Disciplinary action under the Vanderbilt Progressive Discipline policy (staff).
- Disciplinary action under the terms of the Vanderbilt Faculty Manual (faculty).
- Other consequences as deemed appropriate and necessary by Peabody and Vanderbilt administration, up to and including termination.

Signed by:

Camilla Benbow, Patricia and Rodes Hart Dean of Education and Human Development

Bryan Ratliff, Associate Dean for Finance and Administration